



CONCORD FIRE DEPARTMENT

Fire Prevention Division

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PERMITTING REQUIREMENTS FOR CARNIVALS, FAIRS & OUTDOOR CONCERTS

Introduction

Maintaining a safe environment from the threat of fire for all occupants of the City of Concord is a primary function and goal of the Fire Prevention Division. Carnivals, Fairs and Outdoor Concerts present a difficult problem in trying to meet the provisions of the Fire Code and maintain a safe environment. The following provisions will be required to be met to assure the safety of all persons attending such events.

Permit Required

An Operational Permit shall be required to be obtained from the Fire Prevention Division for anyone wishing to host a carnival, fair or outdoor concert. The permit fee shall be based upon the Concord Fire Department Fee Schedule. This permit shall be completed on a Permit Application form. No carnival, fair or outdoor concert will be held without obtaining a permit first or a double fee will be required. (Note: An Operational Permit does not cover pyrotechnic displays as this are require a separate permit. Vendor tents or membrane structures can be a part of an operational permit if specifically called out in the description of the event)

Permit Issuance Procedure

1. The person wishing to obtain an Operational Permit for a carnival, fair or outdoor concert shall first contact the Fire Prevention Division and fill out an Operational Permit Application. The Permit Fee should be paid at this time.
2. A copy of the guidelines for a carnival, fair or outdoor concert will be given to the applicant. After completion of the application and payment of the fees, the Fire Prevention Division will give permission for these events to be held on the proposed site. After the event has been set-up, an appointment for a Fire Inspection shall be made to inspect the site/event (The Fire Inspection cannot be conducted until the requirements for safety systems of the building are in place and the facility is ready for use).
3. The inspector upon completion of the fire inspection and satisfied that all guidelines and provisions of the Fire Code have been met shall then sign and complete the Operations Permit and give a copy to the applicant, which must be kept at the facility at all times.

Inspection and Revocation of Permit

1. At any time, the carnival, fair or outdoor concert is open to the public, a fire inspection may be conducted by a Fire Official to assure compliance with all guidelines and the Fire Code.
2. In the event that the specified guidelines and/or the Fire Code regulations are not being met, then the person that obtained the Operational Permit will be subject to a Civil Citation. If the violations are of such a severe nature as to be hazardous to the lives and/or well being of the public, then the Fire Official may revoke the Operational Permit, which will not allow the further Use of the site/event for the carnival, fair or outdoor concert. If the violations are corrected, then the Operational Permit may be reinstated with no charge.
3. In the event an Operational Permit is revoked and the occupant refuses to comply with the required regulations, a refund of the permit fee will not be allowed.

Requirements for Carnivals, Fairs and Outdoor Concerts

Event Description and Emergency Action Plan

1. Submit a detailed event description describing all aspects of the event including: logistics, schedule of events, changes from previous year events, contact information for the facility, chairperson and 24/7 emergency contact.
2. An Emergency Action Plan approved by the City of Concord Emergency Management Coordinator, Police Chief or designee and Fire Chief or designee shall be provided.

Event Site Plan

Site Plan must be submitted in .PDF format to scale and include the following:

1. Detailed physical layout of the event to include exhibit/booth floor plans
2. Layout of all equipment, i.e. power sources, LPG storage, generators, fencing, etc.
3. Food & vendor booths and consumption areas
4. Tent & canopy locations, with dimensions
5. Size and location of stage(s) or other performing area including circus ring, etc.
6. First-aid location
7. Vendor & public parking areas
8. Firefighting equipment (fire extinguishers, hose stations, fire alarm pull stations, etc.)

9. Evacuation points, exits and exit access points
10. Street closures (including number of lanes to be closed) the direction of travel of any parade, race, run or walk; and all other proposed event activities

Tents and Membrane Structures

1. Individual tents 1800 square feet and larger shall obtain a permit from the Fire Prevention Division. Rows of tents with an aggregate area of 1800 square feet or larger shall also require permitting.
2. Tents shall be not be located within 200 feet of lot lines, buildings, or other temporary structures, parked vehicles, and internal combustion engines (ropes, guy wires are considered to be part of the tent, canopy or air supported structure.
3. A minimum of 1-2A10BC (5lbs.) extinguisher must be maintained in the tent at all times. The extinguisher must have an annual maintenance inspection performed by a qualified extinguisher company within the last year. The size of the tent **may** dictate additional extinguishers to be installed to meet travel distance requirements.
4. Exit signs and no smoking signs may be required by the inspector at the time of inspection.
5. Extension cords and other lighting appliances shall be used in a safe and approved manner.
6. Fire apparatus roads shall be provided and maintained.

Use of Power Generators and Flammable and Combustible Liquid Storage

Portable Power Generators are only approved for outdoor/exterior use with the following safeguards:

1. Flammable and Combustible Liquids shall be stored in an approved, secured manner 50-feet from combustible materials.
2. Gasoline generators and other hydrocarbon-fueled power generating equipment shall be located at a secure, approved location 20-feet from combustible materials.
3. Refueling of gasoline generators and other hydrocarbon-fueled power generating equipment shall be refueled in a secure, approved manner 20-feet from combustible materials.
4. Every vender utilizing a power generator or similar device shall have a 5-pound ABC Type Fire Extinguisher located at the device. An approved fire extinguisher company shall have inspected this extinguisher within the last 12 months. The extinguisher company will place a tag on the extinguisher with the last inspection date on the extinguisher.

Food Truck/Trailers

1. No public seating within the mobile food truck/trailer
2. A clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials
3. Fire department vehicular access is provided for fire lanes and access roads
4. Clearance is provided for the fire department to access fire hydrants and access fire department connections
5. Appliances using combustible media are protected by an approved fire extinguishing system (if required by Fire Code)
6. Portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10
7. Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment (if required by Fire Code)

Propane, Natural Gas and Solid Fuel

Propane and Natural Gas

1. Check that the main shutoff valve on all gas containers is readily accessible
2. Ensure that portable gas containers are in the upright position and secured to prevent tipping over
3. Inspect gas systems prior to each use
4. Perform leak testing on all new gas connections of the gas system
5. Perform leak testing on all gas connections affected by replacement of an exchangeable container
6. Document leak testing and make documentation available for review by the authorized official
7. Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system
8. Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions

Solid Fuels (wood, charcoal, or other solid fuel)

1. Fuel is not stored above any heat-producing appliance or vent
2. Fuel is not stored closer than 3 ft to any cooking appliance
3. Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods
4. Fuel is not stored in the path of the ash removal or near removed ashes
5. Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day
6. Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance

The requirements listed in this document are not all inclusive or intended to address every possible scenario that may arise with carnivals, fairs or outdoor concerts. The Fire Official may require additional safeguards at the time of the initial inspection or subsequent inspections based on the observations at the time of that inspection.